

# CONTRACT REVIEW SHEET

Person Sending: <u>Cathy Staten</u>	Department Name: <u>Courthouse Square</u>
Date Sent: <u>1/12/01</u>	

The attached: (CIRCLE ONE)  
 Contract Amendment # 19 Grant Lease Intergov't Agreement

INCOMING FUNDS? YES NO (CIRCLE ONE)

Contractors Name:	<u>Arbuckle Costic</u>		
Date From:	<u>5/1/99</u>	Date To:	<u>Completion</u>
Amount of Contract or Amendment: <u>\$13,350 (plus reimbursables)</u>			
If an Amendment, New Contract Total = \$n/a			
Certificates of Insurance Attached:	Liability (circle one) Yes No	Workers Comp (circle one) Yes No	If no insurance attached, why not?

## Process taken to select contractor:

Verbal quote: \_\_\_\_\_ Written quote: \_\_\_\_\_ RFP: \_\_\_\_\_ Competitive Bid: \_\_\_\_\_ Renewal: \_\_\_\_\_

(Attach copy for reference)

## Description of Contract Services:

Amend contract to include the amount of \$13,350 for additional services to provide architectural record drawings and mechanical & electrical record drawings.

For Support Services Use	
Date Contract Received: <u>01-23-01</u>	Date Scheduled on BOC Agenda: <u>Planning 2/1/01</u>
Authorization for Health Administration to sign on behalf of BOC:  yes no	Additional Comments: _____ _____ _____
Staff Review Signatures:	
<u>Peggy Mitchell</u> Contracts Coordinator	<u>1/29/01</u> date
	<u>For Ellen Stroum</u> 31 January 2001 Legal Counsel date
Risk Manager	date

Date 02-08-01  
 Returned to Department/ BS for FILE [Signature]



## **BOARD OF COMMISSIONERS**

### **Agenda Review**

**DATE:** January 31, 2001

**TO:** Kindra Johnson, Board Session Coordinator  
Board of Commissioner's Office

**FROM:** David Hartwig, Director of Business Services

**RE:** Amendment #19 to Arbuckle Costic Architects contract for  
additional services for Courthouse Square project

Thursday Agenda Planning Date: February 1, 2001

Department Contact Person: David Hartwig

Phone: 373-4424

**ISSUE:** Consider approval of amendment #19 to contract with Arbuckle Costic Architects for additional services for Courthouse Square project.

#### **BACKGROUND:**

Attached is an amendment to a contract with Arbuckle Costic to provide architectural services for the Courthouse Square project. This amendment covers services for an update of the construction drawings to produce a set of architectural record drawings and mechanical and electrical record drawings for the project based on the as-built notations provided by the contractor. The additional services were not covered in the original contract agreement with Arbuckle Costic.

The additional work will provide Marion County Facilities Management with a complete as-built set of drawings for the entire Courthouse Square building. Modifications were made to the construction documents during the construction phase and these as-built drawings will reflect all changes made by the contractor. It will provide Marion County with a accurate set of drawings for the building for any maintenance, replacement or remodel project in the future.

FISCAL IMPACT (Current Year *and* Yearly Projected for Following Fiscal Year):  
The total cost of \$13,350, plus reimbursable expenses will be charged to the Courthouse Square project. This is a shared cost between Marion County and Salem Area Transit.

COST CENTER# 50100100 Courthouse Square

ACCOUNT # 52599 - Misc. Contractual Services

(Please attach copy of current budget summary reflecting this impact)

IMPACTS TO COUNTY DEPARTMENTS AND/OR EXTERNAL ENTITIES:

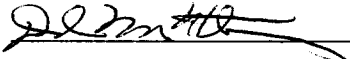
Facilities Management will have a detailed set of drawings for the building to assist in the planning of any future maintenance, replacement and/or remodel projects for any of the departments residing in Courthouse Square.

OPTIONS FOR CONSIDERATION:

1. Approve the amendment for the additional services for as-built drawings provided by Arbuckle Costic.
2. Deny approval of the amendment and not receive a set of as-built drawings for the Courthouse Square building.

RECOMMENDATION:

It is the recommendation of Business Services Department that this amendment be approved by the Board of Commissioners.

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

List Attachments:

Contract Amendment #19

AMENDMENT # 19

TO  
CONTRACT FOR SERVICES

The Contract for Services between Marion County Fair Board and Arbuckle Costic Architects, dated May 1, 1999 to completion, is amended as follows:

**Amend contract to include the amount of \$13,350 for additional services to provide architectural record drawings and mechanical & electrical record drawings.**

**Reimbursables (printing, plotting, faxing, C.D.'s, etc.) are not included in the above fee and will be billed in addition to this fee.**

**See attached letter dated December 21, 2000 for more details.**

All other provisions of the original agreement remain unchanged and in effect.

Signed this 16<sup>th</sup> day of January, 2001.

Arbuckle Costic Architects, Inc.

Signature: [Signature]

Title: PRESIDENT

Tax ID# 93-1228023

Date: 1/19/2001

Marion County

[Signature]  
David Hartwig

Salem Area Transit District

[Signature]  
John Whittington

Approved as to Form: -

[Signature]  
Contracts Coordinator

1/29/01  
Date

Approved as to Form

[Signature]  
Marion County Legal Counsel

31 January 2001  
Date

Marion County Board of Commissioners

[Signature] 2/7/01  
Commissioner Date

[Signature] 2/7/01  
Commissioner Date

December 21, 2000



Kim Arbuckle, AIA  
Alan E. Costic, AIA  
Walter E. Bensman, Jr., AIA  
Clayton Vorse, AIA  
Richard S. Boyd, AIA  
Leonard Lodder, AIA  
Richard S. Rothweiler, AIA  
Craig Bjorgum, AIA

Billy Wasson, Courthouse Square Manager  
Marion County Courthouse  
100 High Street NE  
Salem, Oregon 97301

**ARBUCKLE COSTIC ARCHITECTS, INC.**

363 State Street  
Salem, OR 97301-3533  
503/581-4114 Fax: 503/581-3655  
E-Mail: architects@arbucklecostic.com

RE: Additional Services  
Architectural, Mechanical and Electrical Preparation of Record Drawings.  
Courthouse Square  
Project No. 9828.27

Dear Billy:

We are pleased to offer additional services to update the construction drawings to produce a set of record drawings for the project based on the as-built notations provided by the Contractor.

We propose to provide these services for the following fees:

Architectural Record Drawings	\$8,400
Mechanical & Electrical Record Drawings	<u>\$4,500 + 10% = \$4,950</u>
Total	\$13,350

We have requested a cost to prepare structural record drawings and will provide you a separate proposal if and when we receive a proposal. We would prefer Tim Terich's involvement with this process and have asked him to address the issue with Century West Engineering.

Reimbursables (printing, plotting, faxing, C.D.'s, etc.) are not included in the above fee and will be billed in addition to this fee.

Thank you for letting us be of assistance to you in this matter.

Sincerely,

Leonard Lodder, A.I.A.  
Architect

LL:gnv

cc: John Whittington, Salem Area Mass Transit  
Craig Lewis, Melvin Mark Development Company

9828.1A

TO: Arbuckle Costic Architects, Inc.

We have read the above letter and agree to the terms stated herein. Arbuckle Costic Architects will submit monthly invoices for work completed. Payments are due and payable within twenty (20) days from the date of invoice. Amounts unpaid after thirty (30) days shall bear interest at the legal rate prevailing from time to time at the principal place of business of Arbuckle Costic Architects.

\_\_\_\_\_  
Billy Wasson, Marion County

\_\_\_\_\_  
John Whittington, Salem Area Mass Transit

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:



Kim Arbuckle, AIA  
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**ARBUCKLE COSTIC ARCHITECTS, INC.**

363 State Street  
Salem, OR 97301-3533  
503/581-4114 Fax: 503/581-3655  
E-Mail: [architects@arbucklecostic.com](mailto:architects@arbucklecostic.com)

**2000 HOURLY RATE CHARGES**

Principal	\$100.00
Senior Architect	\$90.00
Project Architect	\$80.00
Architect	\$75.00
Project Manager	\$75.00
Drafter I	\$60.00
Drafter II	\$50.00
Interior Designer	\$65.00
Interior Drafter	\$55.00
Clerical	\$35.00
Office Manager	\$50.00

Reimbursable Costs: All travel, long distance phone calls, faxing, photographic and printing costs charged at 1.10 times direct cost.

RECEIVED  
JAN 16 2001  
U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION